



**Contracting Authority: European Commission**

## **EAST-INVEST**

*Eastern Partnership / SME Facility*

# **Open Call for Proposals**

Guidelines  
for grant applicants

Budget line 19.080103  
European Neighbourhood and Partnership Instrument (ENPI)  
Financial Co-operation with Eastern Europe

Reference: EuropeAid/129289/C/ACT/Multi

Deadline for submission of concept notes and applications:  
4 March 2010

## NOTICES

This is an open Call for Proposals, where all documents are submitted at one stage (Concept Note and full proposal). However, in the first instance, only the Concept Notes will be evaluated. Thereafter, for the applicants whose Concept Notes have been pre-selected, evaluation of the full proposal will be carried out. Further to the evaluation of the full proposals, an eligibility check will be performed for those which are provisionally selected. This check will be undertaken on the basis of the supporting documents requested by the Contracting Authority and the signed "Declaration by the Applicant" sent together with the application.

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**The Contracting Authority draws the attention of the Applicants to the fact that Proposals must be submitted by a consortium of at least 3 legal entities.  
The consortium composition requirements are defined in section 2.1 of the present Guidelines**

# TABLE OF CONTENTS

<b>1. EAST-INVEST</b>	<b>4</b>
1.1 Background.....	4
1.2 Objectives of the programme and priority issues .....	4
1.2.1 General objective .....	4
1.2.2 Specific objectives .....	5
1.2.3 Expected results .....	5
1.3 Financial allocation provided by the contracting authority .....	5
<b>2. RULES FOR THIS CALL FOR PROPOSALS</b>	<b>6</b>
2.1 Eligibility criteria.....	6
2.1.1 Eligibility of applicants: who may apply?.....	7
2.1.2 Partnerships and eligibility of partners.....	8
2.1.3 Eligible actions: actions for which an application may be made.....	8
2.1.4 Eligibility of costs: costs which may be taken into consideration for the grant .....	12
2.2 how to apply and the procedures to follow.....	14
2.2.1 Application form .....	15
2.2.2 Where and how to send the Applications .....	15
2.2.3 Deadline for submission of Applications .....	16
2.2.4 Further information for the Application.....	17
2.3 Evaluation and selection of applications .....	18
2.4 Submission of supporting documents for provisionally selected applications .....	22
2.5 Notification of the Contracting Authority's decision .....	23
2.5.1 Content of the decision .....	23
2.5.2 Indicative time table .....	23
2.6 Conditions applicable to implementation of the action following the Contracting Authority's decision to award a grant .....	24
2.7 Early Warning System and Central Exclusion Database.....	24
<b>3. LIST OF ANNEXES</b>	<b>25</b>
3.1 Documents to be completed.....	25
3.2 Documents for information (links) .....	25

# 1. EAST-INVEST

## 1.1 BACKGROUND

EAST-INVEST is a new regional investment and trade facilitation project covering the period from 2010 to 2013, and the countries of Ukraine, Belarus, Moldova, Armenia, Azerbaijan, and Georgia. EAST-INVEST will contribute to the economic development of the Eastern Neighbourhood region and to the improvement of its business environment within the context of developing networking between EU and Eastern Neighbourhood Region public and private organisations.

EAST-INVEST is designed in the context of the neighbourhood policy which supports the Eastern Neighbours coming closer to the EU. It notably comes within the framework of the Paris Declaration. Article 25 of the Paris Declaration stipulates that "*Partner countries commit to intensify efforts to mobilise domestic resources, strengthen fiscal sustainability, and create an enabling environment for public and private investments*".

In line with the Commission communication of December 2008, the Prague Eastern Partnership summit of 7 May 2009 launched the establishment of an ambitious Eastern Partnership as a specific Eastern dimension of the European Neighbourhood Policy, to promote stability and prosperity among the EU's Eastern partners and to accelerate reforms, legislative approximation and economic integration. It endorsed the launch of Flagship Initiatives in order to give momentum and concrete substance to the Partnership. In this context EAST-INVEST will support the operation of the Eastern Partnership multilateral framework and advance the development of the Flagship Initiative on a small and medium enterprises (SME) facility.

The Regional Indicative Programme 2007-2010 for the ENPI Eastern Region mentions SME regional cooperation as one of its priority areas and proposes to identify a regional programme aiming at promoting closer cooperation between EU and partner country SMEs, and between eastern Neighbourhood SMEs.

Differences exist between the Eastern Neighbourhood countries with regard to the level of contribution of SMEs to the economy, the degree of support given to the SME sector by the government, and the degree to which private sector SME support organisations are mobilised. Common constraints, faced to a greater or lesser extent by all six countries, are:

- Lack of developed inter-regional and international SME networking mechanisms;
- Lack of specific instruments to attract funding to SMEs;
- Weak investment climates (despite significant legal incentives);
- Obstructive business regulatory environments;
- Underdeveloped public-private sector dialogue;
- Lack of independent and competent arbitration judiciaries for the resolution of conflicts.

EAST-INVEST shall contribute to the economic development of the ENPI Eastern Region and to the improvement of its business environment within the context of enhancing trade on the one hand between the European Union (EU) and the Eastern Neighbourhood partners and on the other hand between the Eastern Neighbourhood partners, in productive-sectors identified as priorities. EAST-INVEST will also facilitate the internationalisation process for participating SMEs within the Eastern Neighbourhood Countries and the EU.

## 1.2 OBJECTIVES OF THE PROGRAMME AND PRIORITY ISSUES

### 1.2.1 *General objective*

The overall purpose of the EAST-INVEST programme is to develop mechanisms encouraging new flows of Foreign Direct Investments (FDI) and to strengthen the ongoing investment promotion process between the EU and the Eastern Neighbourhood Countries, as well as between the Eastern Neighbourhood Countries,

which will improve the business and investment climate in the region and will contribute to the enhancement of trade in the region.

### 1.2.2 *Specific objectives*

To reach its main purpose, the programme focuses on specific objectives aiming at:

- Strengthening public-private dialogue, notably by integrating SMEs, business facilitators and selected public-sector SME facilitators into the networking mechanisms;
- Facilitating exchange of best-practices and interconnections between EU and Eastern Neighbourhood companies in order to favour business co-operation agreements, mutual trade, transfer of technology, customs procedures, product standards, and investment;
- Developing the capacity of Eastern Neighbourhood SME support organisations to facilitate improved SME networking and trade development.

At the heart of the programme will be two articulating business networks, one in the EU (EURONET) and one in the Eastern Neighbourhood Region (EAST-NET).

The programme will be managed by a Consortium including key EAST-INVEST stakeholders (see minimum consortium composition requirements in section 2.1 below). The Consortium will appoint a National Focal Point to manage day-to-day programme operations in each of the six Eastern Neighbourhood Countries.

### 1.2.3 *Expected results*

The expected results of EAST-INVEST are:

1. SME support networks are consolidated and/or established, both in the Eastern Neighbourhood Region (EAST-NET), and in the EU (EURONET);
2. Matchmaking meetings between EU and Eastern SMEs are organised to initiate partnerships, including participation in regional fairs.
3. Technical Assistance (TA) is provided to SMEs within EAST-NET, to enhance their networking and trading competences and opportunities;
4. Technical Assistance is provided to business facilitators within EAST-NET, to enhance their abilities and opportunities in supporting network SMEs;
5. Technical Assistance is provided to selected public sector bodies within EAST-NET, in order to enhance their capacity to create a more conducive business environment for SMEs within the entire EAST-INVEST region.

## 1.3 FINANCIAL ALLOCATION PROVIDED BY THE CONTRACTING AUTHORITY

The overall indicative amount made available under this call for proposals is **EUR 7.000.000**. The Contracting Authority reserves the right not to award all available funds.

The Call for Proposals is not divided into lots.

### Size of grants

**One single contract will be awarded under this Call for Proposals.**

Accordingly the **requested grant must amount to EUR 7.000.000**.

The grant contract **may not be for less than 50 %** of the total eligible costs of the action. In addition, **no grant may exceed 80 %** of the total eligible costs of the action (see also section 2.1.4). The balance must be financed from the applicant's or partners' own resources, or from sources other than the European Community budget or the European Development Fund.

## 2. RULES FOR THIS CALL FOR PROPOSALS

These guidelines set out the rules for the submission, selection and implementation of actions financed under this Call, in conformity with the provisions of the Practical Guide to contract procedures for EC external actions, which is applicable to the present call (available on the Internet at this address: [http://ec.europa.eu/europeaid/work/procedures/implementation/index\\_en.htm](http://ec.europa.eu/europeaid/work/procedures/implementation/index_en.htm)).

### 2.1 ELIGIBILITY CRITERIA

There are three sets of eligibility criteria, relating to:

- applicants which may request a grant (2.1.1), and their partners (2.1.2);
- actions for which a grant may be awarded (2.1.3);
- types of cost which may be taken into account in setting the amount of the grant (2.1.4).

EAST-INVEST is a large and ambitious project. It constitutes a major element in the initiatives launched by the European Commission towards the Eastern Neighbourhood Partner Countries.

It is therefore of utmost importance that EAST-INVEST be managed and implemented in the most professional and experienced way.

Accordingly, the European Commission, in the assessment of the proposals, will pay a particular attention to the following aspects:

Consortia should demonstrate that they are supported by a network of EU **and** of Eastern Neighbourhood countries entities committed to investment promotion, trade facilitation and SME-networking, with a special attention to business sector representativity.

Consortia should demonstrate that they have stable and sufficient sources of financing in order to ensure the continuity of EAST-INVEST implementation and co-financing.

Consortia should demonstrate that they have experience and capacity in organising and executing large scale projects (with a size comparable to EAST-INVEST).

### **MINIMUM CONSORTIUM COMPOSITION**

The consortium must include at least 3 members:

- two nationals of a Member State of the European Union
- one national of a Eastern Neighbourhood country (Armenia, Azerbaijan, Belarus, Georgia, Moldova, Ukraine)

Any further partner must be a national of an EU – ENPI – IPA –EEA country or an international organisation

### 2.1.1 Eligibility of applicants: who may apply?

- (1) In order to be eligible for a grant, applicants **must**:
- be legal persons, **and**
  - be non profit making, **and**
  - be specific types of organisations such as: relevant public administrations at national and/or regional level, international (inter-governmental) organisations as defined by Article 43 of the Implementing Rules to the EC Financial Regulation<sup>1</sup>, investment promotion agencies, chambers of commerce and industry, export promotion agencies, SME representative organisations, business and/or professional associations and/or any other organisation active in the field of investment promotion, trade facilitation and/or SME-networking, **and**
  - be registered as a legal person for more than 3 years (at submission date: 4 March 2010), **and**
  - be nationals<sup>2 3</sup> of:
    - a Member State of the European Union;
    - a country eligible under the European Neighbourhood and Partnership Instrument (ENPI) (Algeria, Armenia, Azerbaijan, Belarus, Egypt, Georgia, Israel, Jordan, Lebanon, Libya, Moldova, Morocco, Palestinian Authority of the West Bank and Gaza Strip, Russian Federation, Syria, Tunisia, Ukraine);
    - a country eligible under the Instrument of Pre-Accession Assistance (IPA) (Albania, Bosnia and Herzegovina, Croatia, Former Yugoslavian Republic of Macedonia, Montenegro, Serbia- including Kosovo, Turkey,);
    - a Member State of the European Economic Area (Lichtenstein, Norway, Iceland), **and**
  - be directly responsible for the preparation and management of the action with their partners, not acting as an intermediary.
- (2) Potential applicants may not participate in calls for proposals or be awarded grants if they are in any of the situations which are listed in Section 2.3.3 of the Practical Guide to contract procedures for EC external actions (listed below and available from the following Internet address: [http://ec.europa.eu/europeaid/work/procedures/implementation/practical\\_guide/index\\_en.htm](http://ec.europa.eu/europeaid/work/procedures/implementation/practical_guide/index_en.htm))

#### Exclusion situations

Applicants may not participate in the case whether

- (a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- (b) they have been convicted of an offence concerning their professional conduct by a judgment which has the force of res judicata; (i.e. against which no appeal is possible);

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1 International organisations are international public-sector organisations set up by intergovernmental agreements as well as specialised agencies set up by them; the International Committee of the Red Cross (ICRC) and the International Federation of National Red Cross and Red Crescent Societies, European Investment Bank (EIB) and European Investment Fund (EIF) are also recognized as international organisations.

2 Such nationality being determined on the basis of the organisation's statutes which should demonstrate that it has been established by an instrument governed by the national law of the country concerned. In this respect, any legal entity whose statutes have been established in another country cannot be considered an eligible local organisation, even if the statutes are registered locally or a "Memorandum of Understanding" has been concluded.

3 This obligation does not apply to international organisations.

- (c) they have been guilty of grave professional misconduct proven by any means which the Contracting Authority can justify;
- (d) they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the Contracting Authority or those of the country where the contract is to be performed;
- (e) they have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;
- (f) they are currently subject to an administrative penalty referred to in Article 96(1) of the Financial Regulation (BUDGET)/ Article 99 of the Financial Regulation (10th EDF).

In part B section VI of the grant application form (“Declaration by the applicant”), applicants must declare that they do not fall into any of these situations.

**2.1.2 Partnerships and eligibility of partners**

Applicants must act with partner organisations as specified hereafter.

**Applicants’ partners participate in designing and implementing the action**, and the costs they incur are eligible in the same way as those incurred by the grant beneficiary. **They must therefore satisfy the eligibility criteria as applicable on the grant beneficiary himself** (i.e. eligibility criteria listed in section 2.1.1).

The Contracting Authority reserves the right not to award the contract to the selected Applicant in case where change would occur in the composition of the consortium between the submission of the Application and the signature of the contract.

**The following are not partners and do not have to sign the “partnership statement”:**

- Associates

Other organisations may be involved in the action. Such associates play a real role in the action but may not receive funding from the grant with the exception of per diem or travel costs. Associates do not have to meet the eligibility criteria referred to in section 2.1.1. The associates have to be mentioned in Part B section IV - “Associates of the Applicant participating in the Action” of the Grant Application Form.

- Subcontractors

The grant beneficiaries have the possibility to award contracts to subcontractors. Subcontractors are neither partners nor associates, and are subject to the procurement rules set out in Annex IV to the standard grant contract.

The applicant will act as the lead organisation and, if selected, as the contracting party (the "Beneficiary").

**2.1.3 Eligible actions: actions for which an application may be made**

Definition: An action (or project) is composed of a set of activities.

Duration

The planned duration of the action is **36 months**.

Sectors or themes

Sectors and themes are defined in the objectives of EAST-INVEST (see section 1.2 above). The proposed action must cover the whole of the specific objectives (section 1.2.2) and of the expected results (section 1.2.3).

The selected action shall accordingly focus on activities aiming at developing trade in the region.

Moreover, most activities shall be organised around a restricted number of priority sectors known by their international competitiveness, identified by the actors involved according to the beneficiaries needs. The project may develop sector strategies designed by relevant national and regional stakeholders involved in the project in these selected sectors.

Priority sectors will have to be identified by the partners at the beginning of the project to strengthen the cooperation at regional and sub-regional levels.

#### Location

EAST-INVEST is a regional project and its regional dimension should be reflected in the proposed actions.

Actions must take place in:

- **3 or more Eastern Neighbourhood country**: Armenia, Azerbaijan, Belarus, Georgia, Moldova, Ukraine
- and**
- **1 or more Member State of the European Union**.

Punctual actions (e.g. meetings, seminars, training sessions, on-the-spot trainings) may nevertheless be carried out in countries others than the ones where the bulk of the action is implemented (e.g. country of which the Applicant/Partner(s) is national, countries neighbouring the action location). This must however remain geographically consistent with EAST-INVEST core location(s) (e.g. no actions in America or Sub-Saharan Africa).

#### Types of action and types of activity

The following five specific instruments, detailed below, are eligible and may be implemented in order to achieve the above results:

- SME-TECH: SME Technical Assistance Facility
- TRADE-TECH: Trade Fair Technical Assistance Facility
- EAST-MATCH: SME Business-to-Business Facility
- BUS-TECH: Business Facilitator (Operator) Technical Assistance Facility
- ORG-EXCHANGE: Institutional Exchange Facility

Other type of actions may be eligible provided that the applicant demonstrates that they are necessary and support the realisation of the proposed objectives and/or results.

Furthermore, the following four activities **must** be implemented:

1. the Applicant will design and implement an EAST-INVEST **dissemination activity**, including a quarterly newsletter, to be sent to the members of the network as well as outside the network, with relevant information on the project and on investment promotion;
2. the Applicant will create an EAST-INVEST **website** that will inform all stakeholders by publishing relevant databases, documents and papers produced by the project, information on investment in the region at regional and national level, information for potential investors and information on the project's activities. The organisation of workshops, conferences and other events will be supported by the intranet;

3. the Applicant will create and develop SME-SEARCH, a **partner-search facility** (to be encompassed by the website);
4. the Applicant will develop an **EAST-INVEST Monitoring and Evaluation system**.

### *The 5 specific instruments*

#### **SME-TECH: SME Technical Assistance Facility**

The objective of SME-TECH is to provide technical assistance, including capacity building and individual consultancy, to participating SMEs in the Eastern Neighbourhood Countries, in areas which contribute to strengthening business links between SMEs in the Eastern Neighbourhood Countries as well as the Eastern Partners and EU SMEs.

SME-TECH can include actions in two main fields:

- technical assistance, including capacity building and individual consultancy, on customs regulations, market conditions;
- technical assistance, including capacity building and individual consultancy, on topics directly related to internationalisation of SMEs.

SME-TECH actions can occur both pre- and post- partnering by SMEs from Europe and the Eastern Neighbourhood Countries. An SME-TECH action can be composed of:

- A theoretical training module;
- A practical consultancy assignment.

The training and consultancy inputs should complement each other and be coherent. Theoretical and practical activities comprising a SME-TECH activity should be structured as a unit providing capacity building for the participating SMEs.

The SME-TECH activities can all take place in Europe or in the Eastern Neighbourhood Countries, or be split across the two regions.

#### **TRADE-TECH: Trade Fair Technical Assistance Facility**

The objective of a TRADE-TECH action is to stimulate initial contact between SMEs from Europe and the Eastern Neighbourhood Countries, identifying business opportunities and market potential and encouraging the SME participation in international/regional trade fair. TRADE-TECH should be considered as a prospecting instrument by SMEs in the internationalisation process.

The core TRADE-TECH activity consists in guided visits to international or regional trade fairs which are recognised as relevant to the target sector. The value added of these missions is based on the concentration of business services and pedagogical services at the same event.

#### **EAST-MATCH: Business-to-Business Facility**

The main objective of EAST-MATCH actions is to provide European and Eastern Neighbourhood Country SMEs with the appropriate environment for business meetings, accelerating their internationalisation in commerce, technology, etc.

An EAST-MATCH action comprises any of the following:

- Business meetings, including business-to-business (B2B) and follow-up meetings;
- Technical seminars;
- Technical visits.

The aim of any EAST-MATCH activity is to bring together SMEs from Europe and the Eastern Neighbourhood Countries in such a way that:

- Business meetings are held during two or three days;
- Advantage is taken of the existence of international fairs;
- Companies participate in a system of pre-arranged meetings based on quality.

### **BUS-TECH: Business Facilitator (Operator) Technical Assistance Facility**

The main objective of BUS-TECH actions is to train associations representing the private sector in the Eastern Neighbourhood Countries (member operators of EAST-NET) with the experience and good practice available in umbrella (partner) organisations, preferably from EU. Knowledge will be shared between institutions for the mutual benefit of both the European and Eastern Neighbourhood Country business communities.

Although there are no specific topics to focus the training in a BUS-TECH action, they can be classified into two groups:

- Topics of interest on management and institutional strengthening of participating institutions, sharing management methods, experiences, good practices, etc.
- Areas that directly impact on the services provided by institutions to their members (internationalisation, training, etc.).

Participating experts/trainers/consultants may be sourced from both the EU and the Eastern Neighbourhood Countries.

### **ORG-EXCHANGE: Institutional Exchange Facility**

The objective of this staff exchange instrument is to improve the reciprocal knowledge of participating operators, from any participating countries within EAST-INVEST, with a view to sharing work methods and therefore contributing to a lasting and effective collaboration.

The central element of the ORG-EXCHANGE instrument is the study trip to a different EAST-INVEST country, to experience and learn the day-to-day work of a similar organisation. Therefore, ORG-EXCHANGE is an effective co-operation tool in the following situations:

- Where an executive of an EAST-NET institution visits one or more operator organisations in the EU, interested in sharing knowledge, working processes, methods, etc.
- Where an executive of a EURONET institution travels to an Eastern Neighbourhood Country to learn in more detail the operations and business environment of the Eastern Country institution. In this case, the European executive will be able to share experiences from Europe and to analyse with the Eastern Neighbourhood Country counterpart how these experiences could be successfully applied in the Eastern business environment.
- ORG-EXCHANGE can also be reciprocal. One EAST-NET institution may visit a European one and in turn, the EURONET institution visits the Eastern organisation.

#### *Additional requirements*

The applicant shall ensure and prove an **active and important involvement and participation of EU and Eastern Neighbourhood Region women entrepreneurs and/or of women business associations in all the project's activities.**

The proposal will provide **clear evidence of a long term partnership** and include a **set of consistent and mutually supportive targets, tasks and operations aimed at initiating a process** and not just at reaching immediate results.

The **respective roles and responsibilities of the stakeholders involved** will be described, in addition to the mechanisms through which the activities anticipated will be discussed, adhered to, executed and monitored.

Additional measures and/or investments identified as necessary, but exceeding the amount of resources requested, may also be indicated in the proposal, in order to help clarify the **potential multiplier effects** of each of the initiatives concerned.

Further actions envisaged after the project implementing period may also be outlined.

The following types of action are ineligible:

- actions concerned only or mainly with individual sponsorships for participation in workshops, seminars, conferences, congresses;
- actions concerned only or mainly with individual scholarships for studies or training courses;

#### Number of applications and grants per applicant

The number of participations of a legal entity in the Call for Proposals is limited:

- a legal entity may only submit one application as Applicant;
- a legal entity may only be present in one application as Partner.

Consequently, the same legal entity may only be present in maximum two applications: in one application as Applicant and in another application as Partner.

#### *2.1.4 Eligibility of costs: costs which may be taken into consideration for the grant*

Only "eligible costs" can be taken into account for a grant. The categories of costs considered as eligible and non-eligible are indicated below. The budget is both a cost estimate and a ceiling for "eligible costs". Note that the eligible costs must be based on real costs based on supporting documents (except for subsistence costs and indirect costs where flat-rate funding applies).

Recommendations to award a grant are always subject to the condition that the checking process which precedes the signing of the contract does not reveal problems requiring changes to the budget (for instance arithmetical errors, inaccuracies or unrealistic costs and other ineligible costs). The checks may give rise to requests for clarification and may lead the Contracting Authority to impose modifications or reductions to address such mistakes or inaccuracies. The amount of the grant and the percentage of co-financing as a result of these corrections may not be increased.

It is therefore in the applicant's interest to provide a **realistic and cost-effective budget**.

#### Eligible direct costs

To be eligible under the Call for Proposals, costs must comply with the provisions of article 14 of the General Conditions to the Standard Grant Contract (see Annex F of the Guidelines).

Articles 14.1 and 14.2 of the General Conditions:

- 14.1. Eligible costs are costs actually incurred by the beneficiary of this grant which meet all the following criteria:
  - (a) they are incurred during the implementation of the action as specified in Article 2 of the Special Conditions with the exception of costs relating to final reports, expenditure verification and evaluation of the action, whatever the time of actual disbursement by the Beneficiary and/or its partners. Procedures to award subcontracts for goods/services/works, as referred to in the article 1.3 paragraph 3, may have been initiated but contracts may not be concluded by the Beneficiary or its partners before the start of the implementation period of the Action, provided the provisions of Annex IV were respected.

- (b) must be indicated in the estimated overall budget of the action,
- (c) must be necessary for the implementation of the action which is the subject of the grant,
- (d) they are identifiable and verifiable, in particular being recorded in the accounting records of the beneficiary and determined according to the applicable accounting standards of the country where the beneficiary is established and according to the usual cost accounting practices of the beneficiary,
- (e) must be reasonable, justified and comply with the requirements of sound financial management, in particular regarding economy and efficiency.

14.2. Subject to the above and where relevant to the provisions of Annex IV being respected, the following direct costs of the Beneficiary and its partners shall be eligible:

- the cost of staff assigned to the Action, corresponding to actual gross salaries including social security charges and other remuneration-related costs; salaries and costs must not exceed those normally borne by the Beneficiary or its partners, as the case may be, unless it is justified by showing that it is essential to carry out the action;
- travel and subsistence costs for staff and other persons taking part in the Action, provided they do not exceed those normally borne by the Beneficiary or its partners, as the case may be. Any flat-rate reimbursement of the subsistence costs must not exceed the rates set out in Annex III, which correspond to the scales published by the European Commission at the time of signing this contract<sup>4</sup>;
- purchase or rental costs for equipment and supplies (new or used) specifically for the purposes of the Action, and costs of services, provided they correspond to market rates;
- costs of consumables;
- subcontracting expenditure;
- costs deriving directly from the requirements of the Contract (dissemination of information, evaluation specific to the Action, audits, translation, reproduction, insurance, etc.) including financial service costs (in particular the cost of transfers and financial guarantees).

#### Contingency reserve

A contingency reserve not exceeding 5% of the direct eligible costs may be included in the Budget of the Action. It can only be used with the **prior written authorisation** of the Contracting Authority.

#### Eligible indirect costs (overheads)

The indirect costs incurred in carrying out the action may be eligible for flat-rate funding fixed at not more than 7% of the total eligible direct costs.

If the applicant is in receipt of an operating grant financed from the Community budget no indirect costs may be claimed within the proposed budget for the action.

#### Contributions in kind

Contributions in kind are not considered actual expenditure and are not eligible costs. The contributions in kind may not be treated as co-financing by the Beneficiary.

The cost of staff assigned to the Action is not a contribution in kind and may be considered as co-financing in the Budget of the Action when paid by the Beneficiary or his partners.

Notwithstanding the above, if the description of the action as proposed by the beneficiary foresees the contributions in kind, such contributions have to be provided.

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<sup>4</sup> These rates are available from:  
[http://ec.europa.eu/europeaid/work/procedures/implementation/per\\_diems/index\\_en.htm](http://ec.europa.eu/europeaid/work/procedures/implementation/per_diems/index_en.htm)

## Ineligible costs

The following costs are not eligible:

- **travel and accommodation expenses incurred by SME's participating in activities implemented within the framework of the Action;**
- debts and provisions for losses or debts;
- interest owed;
- items already financed in another framework;
- purchases of land or buildings, except where necessary for the direct implementation of the action, in which case ownership must be transferred to the final beneficiaries and/or local partners, at the latest by the end of the action;
- currency exchange losses;
- taxes, including VAT, unless the Beneficiary (or the Beneficiary's partners) cannot reclaim them and the applicable regulations do not forbid coverage of taxes;
- credit to third parties.

## **2.2 HOW TO APPLY AND THE PROCEDURES TO FOLLOW**

Please note that the **prior registration in PADOR<sup>5</sup>** for applicants and their partners for this Call for proposal **is obligatory**.

PADOR is an on-line database in which organisations register themselves and update regularly their data.

Data provided by organisations in PADOR is used by the European Commission for checking the eligibility of the organisations that participate in calls for proposals.

In PADOR, organisations introduce the same data that is requested in the chapters II (for the main applicants) and III (for the partners of the main applicant) of the paper application form. This data concerns the organisation itself and is not linked to the project proposal.

Organisations obtain their EuropeAid ID after having completed the registration process. The registration process consists in encoding, saving and submitting consistent information on all the PADOR screens (such as Sectorial and Geographical experience, Financial data, etc.).

Before starting the registration of your organisation in PADOR, please check:

- the Frequently Asked Questions
- the PADOR user's guide
- the e-training

These 3 documents are available on the website:

[http://ec.europa.eu/europeaid/work/onlineservices/pador/index\\_en.htm](http://ec.europa.eu/europeaid/work/onlineservices/pador/index_en.htm)

Before starting the registration of your organisation in PADOR, please check whether there already is a person, within your organisation, who has registered it before you. In case a colleague of yours has already registered the organisation, please get in touch with him/her for obtaining the EuropeAid ID of your organisation.

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<sup>5</sup> For further information on PADOR, please consult the following website:

[http://ec.europa.eu/europeaid/work/onlineservices/pador/index\\_en.htm](http://ec.europa.eu/europeaid/work/onlineservices/pador/index_en.htm)

Helpdesk for questions related to the functioning of PADOR:

*Europeaid-ON-LINE-REGISTRATION-HD@ec.europa.eu*

Notwithstanding the above, **the applicant can submit a request for derogation concerning its registration** in PADOR. A reasoned request for derogation should be sent to the Contracting Authority **at the address indicated in section 2.2.4 of these Guidelines 21 days before the deadline for submission at the latest (i.e. on 11 February at the latest)**. The Contracting Authority needs to reply at the latest 11 days before the deadline for the submission (i.e. on 21 February at the latest). The justification for a derogation must be based on the objective impossibility of the applicant to have access to the technology required to register in PADOR. This objective impossibility should go beyond the control of the applicant and, in principle, be of a general nature (i.e. not attributable to the specific circumstances of the applicant itself). The applicant should provide, where possible, supporting documents substantiating its request. The Contracting Authority shall reason its reply. The derogation applies to the applicant requesting the derogation and only in the context of a specific call for proposals, unless the Contracting Authority see grounds for a general derogation for that call for proposals. In this case, data will be introduced in PADOR by the European Commission. If, at a later stage, the organisation wishes to update itself its data, an access request is needed.

Before the deadline for presenting the concept note and full proposal, organisations must fill in, save and submit information introduced in all the fields of PADOR (including the fields written with black characters) **Only data registered and submitted before the deadline for the submission of the concept note and full proposal will be taken into account by the EC.**

It is by "submitting" their data that organisations engage their responsibility on the accuracy and veracity of the data provided in PADOR.

The supporting documents requested (statutes, financial reports, audit reports) may be uploaded in PADOR after the evaluation of the Full Proposals, but before the deadline fixed in the notification letter from the European Commission. By letter from the European Commission, the applicant will be reminded that these documents will have to be loaded in PADOR for the final eligibility check. Nevertheless, we strongly advise you to upload these documents while registering in PADOR, without waiting until the final selection of proposals is carried out.

### *2.2.1 Application form*

Applications must be submitted in accordance with the instructions on the Concept Note and the Full application form included in the Grant Application Form annexes to these Guidelines (Annex A)

Applicants must apply in English.

Any error or major discrepancy related to the points listed in the instructions on the Concept Note or any major inconsistency in the application form (e.g. the amounts mentioned in the budget are inconsistent with those mentioned in the application form) may lead to the rejection of the application.

Clarifications will only be requested when information provided is unclear, thus preventing the Contracting Authority from conducting an objective assessment.

Hand-written applications will not be accepted.

Please note that **only the application form and the published annexes which have to be filled in (budget, logical framework) will be evaluated**. It is therefore of utmost importance that these documents contain ALL relevant information concerning the action. No additional annexes should be sent and.

### *2.2.2 Where and how to send the Applications*

Applications must be submitted in one original and 2 copies in A4 size, each bound. The complete application form (part A: concept note and part B: full application form), budget and logical framework must also be supplied in electronic format (CD-Rom or USB-stick) in a separate and unique file (e.g. the application form must not be split into several different files). The electronic format must contain **exactly the same** application as the paper version enclosed.

The Checklist (Section V of part B the grant application form) and the Declaration by the applicant (Section VI of part B of the grant application form) must be stapled separately and enclosed in the envelope

Where an applicant sends several different applications (if allowed to do so by the Guidelines of the Call), each one has to be sent separately.

The outer envelope must bear the **reference number and the title of the call for proposals (i.e. "EAST INVEST - EuropeAid/129289/C/ACT/Multi")**, together with the full name and address of the applicant, and the words "Not to be opened before the opening session" and "Ne pas ouvrir avant la séance d'ouverture des offres".

Applications must be submitted in a sealed envelope by registered mail, private courier service or by hand-delivery (a signed and dated certificate of receipt will be given to the deliverer) at the address below:

Postal address:

European Commission  
EuropeAid: Co-operation Office  
Unit A5  
Office J-54 2/221  
Avenue de Bourget 1  
B-1049 Brussels  
Belgium

Address for hand delivery or by private courier service:

European Commission  
EuropeAid: Co-operation Office  
Unit A5  
Office J-54 2/221  
Avenue de Bourget 1  
1140 Brussels  
Belgium

Opening hours: 09.00-17.00 Monday-Thursdays, 09.00-16.00 Fridays

Applications sent by any other means (e.g. by fax or by e-mail) or delivered to other addresses will be rejected.

**Applicants must verify that their application is complete using the checklist (section V of part B of the grant application form). Incomplete applications may be rejected.**

### **2.2.3** *Deadline for submission of Applications*

The deadline for the submission of applications is **Thursday 4 March 2010** as evidenced by the date of dispatch, the postmark or the date of the deposit slip. **In the case of hand-deliveries, the deadline for receipt is at 16h00 CET** as evidenced by the signed and dated receipt. Any application submitted after the deadline will automatically be rejected.

However, for reasons of administrative efficiency, the Contracting Authority may reject any application received after the effective date of approval of the first evaluation step (i.e. Concept Note) (see indicative calendar under section 2.5.2).

1. Information sessions
2. Questions
3. Questions on PADOR

1. Information sessions

**Two information sessions will be held.**

Attending the information sessions is not obligatory. Any document presented or question/answer put during the information sessions will also be made available on EuropeAid's website:

<https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?ADSSChck=1256902787899&do=publi.welcome&userlanguage=en>

(select "search by reference", type "129289" in field "reference", click on "search")

Both information sessions will consist in:

- a presentation of EAST-INVEST and of the rules applicable to EAST-INVEST Call for Proposals
- a session of questions and answers.

The first information session will focus on presenting (i) EAST-INVEST background and objectives and (ii) rules applicable to EAST-INVEST Call for Proposals (e.g. eligibility, procedures, applications' evaluation).

The second information session will focus (i) on presenting EAST-INVEST background, objectives and rules, emphasising those aspects that will have been the object of clarification requests, and (ii) on practical aspects of submission of applications (e.g. preparation of the application, budget drafting principles, tips and advices).

**EAST-INVEST information session 1**

Thursday 3 December 2009

14h00 CET

EuropeAid: Co-operation Office

Meeting room J54 01/01

Rue Joseph II 54

1000 Brussels

Belgium

**EAST-INVEST information session 2**

Thursday 4 February 2010

14h00 CET

EuropeAid: Co-operation Office

Meeting room J54 01/01

Rue Joseph II 54

1000 Brussels

Belgium

Participants are invited to arrive by 13h45 at the latest in order to check their registration and to obtain a security pass allowing accessing the meeting room.

*Registration procedure and number of representatives*

Participation to the information sessions is limited to 2 representatives per legal entity.

Prior registration is obligatory before 30 November 2009 (session 1) or 01 February 2010 (session 2) and should be made by e-mail or fax, mentioning "participation in the information session" in the subject field, to:

E-mail: [Europeaid-east-invest@ec.europa.eu](mailto:Europeaid-east-invest@ec.europa.eu)

Fax: +32-2-29 79731

## 2. Questions

Questions may in addition be sent by e-mail or by fax no later than 21 days before the deadline for the submission of applications (i.e. not later than 11 February 2010) to the below address, indicating clearly the reference of the call for proposals:

E-mail: [Europeaid-east-invest@ec.europa.eu](mailto:Europeaid-east-invest@ec.europa.eu)

Fax: +32-2-29 79731

Contracting Authority has no obligation to provide further clarifications after this date.

Replies will be given no later than 11 days before the deadline for the submission of applications (i.e. no later than 21 February 2010).

In the interest of equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of an applicant, a partner, an action or specific activities.

Questions that may be relevant to other applicants, together with the answers, will be published on the internet on EuropeAid's website:

<https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?ADSSChck=1256902787899&do=publi.welcome&userlanguage=en>

(select "search by reference", type "129289" in field "reference", click on "search")

**It is therefore highly recommended to regularly consult the abovementioned website in order to be informed of the questions and answers published.**

## 3. Questions on PADOR

All questions related to PADOR registration should be addressed to the PADOR helpdesk:

[europeaid-on-line-registration-hd@ec.europa.eu](mailto:europeaid-on-line-registration-hd@ec.europa.eu).

## 2.3 EVALUATION AND SELECTION OF APPLICATIONS

Applications will be examined and evaluated by the Contracting Authority with the possible assistance of external assessors. All actions submitted by applicants will be assessed according to the following steps and criteria:

If the examination of the application reveals that the proposed action does not meet the eligibility criteria stated in paragraph 2.1.3, the application shall be rejected on this sole basis.

### (1) **STEP 1: OPENING SESSION AND ADMINISTRATIVE CHECK**

The following will be assessed:

- The submission deadline has been respected. If the deadline has not been respected the application will automatically be rejected.
- The Application Form satisfies all the criteria specified in points 1-5 of the Checklist (section V of part B of the grant application form). If any of the requested information is missing or is incorrect, the application may be rejected on that **sole** basis and the application will not be evaluated further.

Following the opening session and the administrative check, the Contracting Authority will send a letter to all applicants, indicating whether their application was submitted prior to the deadline, informing them of the reference number they have been allocated and whether they have been recommended for further evaluation.

## (2) STEP 2: EVALUATION OF THE CONCEPT NOTE

The evaluation of the Concept Notes that have passed the first administrative check will cover the relevance of the action, its merits and effectiveness, its viability and sustainability. The Contracting Authority reserves the right not to undertake the evaluation of the Concept Notes whenever considered justified (for example when a less than expected number of applications are received) and to go straight to the evaluation of the corresponding full applications.

**Please note that the scores awarded to the Concept Note are completely separate from those given to the Full Application.**

The Concept Note will be given an overall score out of 50 points in accordance with the breakdown provided in the Evaluation Grid below. The evaluation shall also verify the compliance with instructions provided in the guidance for Concept Note, part A of the grant application form.

The evaluation criteria are divided into headings and subheadings. Each subheading will be given a score between 1 and 5 in accordance with the following assessment categories: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good.

	Scores	
<b>1. Relevance of the action</b>	Sub-score	15
1.1 Relevance of the action needs and constraints of the country/region to be addressed in general, and to those of the target groups and final beneficiaries in particular.	5	
1.2 Relevance to the priorities and objectives mentioned in the Guidelines.	5(x2)*	
<b>2. Effectiveness and Feasibility of the action</b>	Sub-score	25
2.1 Assessment of the problem identification and analysis.	5	
2.2 Assessment of the proposed activities (practicality and consistency in relation to the objectives, purpose and expected results).	5(x2)*	
2.3 Assessment of the role and involvement of all stakeholders and, if applicable, proposed partners.	5(x2)*	
<b>3. Sustainability of the action</b>	Sub-score	10
3.1 Assessment of the identification of the main assumptions and risks, before the start up and throughout the implementation period.	5	
3.2 Assessment of the identification of long-term sustainable impact on the target groups and final beneficiaries.	5	
<b>TOTAL SCORE</b>		<b>50</b>

\*the scores are multiplied by 2 because of their importance

Once all Concept Notes have been assessed, a list will be established with the proposed actions ranked according to their total score.

Firstly, only the Concept Notes which have been given a score of a minimum of 12 points in the category "Relevance" as well as a minimum total score of 30 points will be considered for pre-selection.

Secondly, the list of Concept Notes will be reduced in accordance to the ranking to those whose sum of requested contributions amounts to up to 10 times<sup>6</sup> the available budget for this Call for proposals (i.e. maximum the 10 first ranked applications will be considered for the evaluation of the full application). The Evaluation Committee will subsequently proceed with the applicants whose proposals have been pre-selected.

<sup>6</sup> Depending upon the number and quality of applications that will be received.

### (3) STEP 3: EVALUATION OF THE FULL APPLICATION

An evaluation of the quality of the applications, including the proposed budget, and of the capacity of the applicant and its partners, will be carried out in accordance with the evaluation criteria set out in the Evaluation Grid included below. There are two types of evaluation criteria: selection and award criteria.

**The selection criteria** are intended to help evaluate the applicants' financial and operational capacity to ensure that they:

- have stable and sufficient sources of finance to maintain their activity throughout the period during which the action is being carried out and, where appropriate, to participate in its funding;
- have the management capacity, professional competencies and qualifications required to successfully complete the proposed action. This also applies to any partners of the applicant.

**The award criteria** allow the quality of the applications submitted to be evaluated in relation to the set objectives and priorities, and grants to be awarded to actions which maximise the overall effectiveness of the call for proposals. They enable the selection of applications which the Contracting Authority can be confident will comply with its objectives and priorities and guarantee the visibility of the Community financing (see [http://ec.europa.eu/europeaid/work/visibility/index\\_en.htm](http://ec.europa.eu/europeaid/work/visibility/index_en.htm)). They cover such aspects as the relevance of the action, its consistency with the objectives of the call for proposals, quality, expected impact, sustainability and cost-effectiveness.

*Scoring:*

The evaluation criteria are divided into sections and subsections. Each subsection will be given a score between 1 and 5 in accordance with the following guidelines: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good.

#### Evaluation Grid

Section	Maximum Score
<b>1. Financial and operational capacity</b>	<b>20</b>
1.1 Do the applicant and, if applicable, partners have sufficient <b>experience of project management</b> ?	5
1.2 Do the applicant and, if applicable partners have sufficient <b>technical expertise</b> ? (notably knowledge of the issues to be addressed.)	5
1.3 Do the applicant and, if applicable, partners have sufficient <b>management capacity</b> ? (including staff, equipment and ability to handle the budget for the action)?	5
1.4 Does the applicant have stable and sufficient sources of <b>finance</b> ?	5
<b>2. Relevance</b>	<b>25</b>
2.1 How relevant is the proposal to the <b>objectives</b> and one or more of the <b>priorities</b> of the call for proposals? Note: A score of 5 (very good) will only be allocated if the proposal specifically addresses at least <b>one priority</b> . Note: A score of 5 (very good) will only be allocated if the proposal contains specific added-value elements, such as promotion of gender equality and equal opportunities...	5 x 2
2.2 How relevant to the particular <b>needs and constraints</b> of the target country/countries or region(s) is the proposal? (including synergy with other EC initiatives and avoidance of duplication.)	5
2.3 How clearly defined and strategically chosen are those involved (final beneficiaries, <b>target groups</b> )? Have their <b>needs</b> been clearly defined and does the proposal address them appropriately?	5 x 2
<b>3. Methodology</b>	<b>25</b>

3.1 Are the <b>activities</b> proposed appropriate, practical, and consistent with the objectives and expected results?	5
3.2 How coherent is the overall design of the action? (in particular, does it reflect the analysis of the problems involved, take into account external factors and anticipate an <b>evaluation</b> ?)	5
3.3 Is the partners' and/or other stakeholders' level of involvement and participation in the action satisfactory?	5
3.4 Is the <b>action plan</b> clear and feasible?	5
3.5 Does the proposal contain <b>objectively verifiable indicators</b> for the outcome of the action?	5
<b>4. Sustainability</b>	<b>15</b>
4.1 Is the action likely to have a tangible <b>impact</b> on its target groups?	5
4.2 Is the proposal likely to have <b>multiplier effects</b> ? (including scope for replication and extension of the outcome of the action and dissemination of information.)	5
4.3 Are the expected results of the proposed action <b>sustainable</b> : - financially ( <i>how will the activities be financed after the funding ends?</i> ) - institutionally ( <i>will structures allowing the activities to continue be in place at the end of the action? Will there be local “ownership” of the results of the action?</i> ) - at policy level (where applicable) ( <i>what will be the structural impact of the action — e.g. will it lead to improved legislation, codes of conduct, methods, etc?</i> )? - environmentally (if applicable) ( <i>will the action have a negative/positive environmental impact?</i> )	5
<b>5. Budget and cost-effectiveness</b>	<b>15</b>
5.1 Is the ratio between the estimated costs and the expected results satisfactory?	5
5.2 Is the proposed expenditure <b>necessary</b> for the implementation of the action?	5 x 2
<b>Maximum total score</b>	<b>100</b>

*Note on Section 1. Financial and operational capacity*

If the total average score is less than 12 points for section 1, the application will be rejected.

*Note on Section 2. Relevance*

If the total average score is less than 20 points for section 2, the application will be rejected.

*Provisional selection*

Following the evaluation, a table listing the applications ranked according to their score and within the available financial envelope will be established as well as a reserve list following the same criteria.

**Note: The scores awarded in this phase are completely separate from those given to the concept note of the same application.**

#### **(4) STEP 4: VERIFICATION OF ELIGIBILITY OF THE APPLICANT AND PARTNERS**

The eligibility verification, based on the supporting documents requested by the Contracting Authority (see section 2.4) will only be performed for the applications that have been provisionally selected according to their score and within the available financial envelope.

- The Declaration by the applicant (Section VI of part B the grant application form) will be cross-checked with the supporting documents provided by the applicant. Any missing supporting document or any incoherence between the Declaration by the applicant and the supporting documents may lead to the rejection of the application on that sole basis.

- The eligibility of the applicant, the partners, and the action will be verified according to the criteria set out in sections 2.1.1, 2.1.2 and 2.1.3.

Following the above analysis and if necessary, any rejected application will be replaced by the next best placed application in the reserve list that falls within the available financial envelope, which will then be examined for the eligibility of its applicant and the partners.

## 2.4 SUBMISSION OF SUPPORTING DOCUMENTS FOR PROVISIONALLY SELECTED APPLICATIONS

Applicants who have been provisionally selected or listed under the reserve list will be informed in writing by the Contracting Authority. They will be requested to supply the following documents in order to allow the Contracting Authority to verify the eligibility of the applicants and their partners:

Supporting documents may be provided through PADOR, see section 2.2.

1. The statutes or articles of association of the applicant organisation<sup>7</sup> and of each partner organisation.

This obligation does not apply to international organisations which have signed a framework agreement with the European Commission. A list of the relevant framework agreements is available at the following address:

[http://ec.europa.eu/europeaid/work/procedures/implementation/international\\_organisations/index\\_en.htm](http://ec.europa.eu/europeaid/work/procedures/implementation/international_organisations/index_en.htm)

2. An external audit report produced by an approved auditor, certifying the applicant's accounts for the last financial year available.

This obligation does not apply neither to international organisations nor to public bodies.

3. Copy of the applicant's latest accounts (the profit and loss account and the balance sheet for the previous financial year for which the accounts have been closed)<sup>8</sup>.
4. Legal entity sheet (see annex D of these Guidelines) duly completed and signed by the applicant, accompanied by the justifying documents which are requested therein. If the applicant has already signed a contract with the Contracting Authority, instead of the legal entity sheet and its supporting documents the legal entity number may be provided, unless a change in its legal status occurred in the meantime.
5. A financial identification form conforming to the model attached at Annex E of these Guidelines, certified by the bank to which the payments will be made. This bank must be located in the country where the applicant is registered. If the applicant has already signed a contract with the European Commission or where the European Commission has been in charge of the payments of a contract, a copy of the previous financial identification form may be provided instead, unless a change in its bank account occurred in the meantime.

Where the requested supporting documents are not uploaded in PADOR they must be supplied in the form of originals, photocopies or scanned versions (i.e. showing legible stamps, signatures and dates) of the said originals. However, the Legal entity sheet and the financial identification form must always be submitted in original.

Where such documents are not in one of the official languages of the European Union, a translation into the language of the call for proposals (i.e. English) of the relevant parts of these documents, proving the applicant's eligibility, must be attached and will prevail for the purpose of analysing the application.

<sup>7</sup> Where the applicant and/or (a) partner(s) is a public body created by a law, a copy of the said law must be provided

<sup>8</sup> This obligation does not apply to natural persons who have received a scholarship, nor to public bodies nor to international organisations. It does not apply either when the accounts are in practice the same documents as the external audit report already provided pursuant to section 2.4.2.

Where these documents are in an official language of the European Union other than English, it is **strongly** recommended, in order to facilitate the evaluation, to provide a translation of the relevant parts of the documents, proving the applicant's eligibility, into the language of the call for proposals (i.e. English).

If the abovementioned supporting documents are not provided before the deadline indicated in the request for supporting documents sent to the applicant by the Contracting Authority, the application may be rejected.

Based on the verification of the supporting documents by the Evaluation Committee it will make a final recommendation to the Contracting Authority which will decide on the award of grants.

## 2.5 NOTIFICATION OF THE CONTRACTING AUTHORITY'S DECISION

### 2.5.1 Content of the decision

Applicants will be informed in writing of the Contracting Authority's decision concerning their application and, in case of rejections, the reasons for the negative decision.

Applicants believing that they have been harmed by an error or irregularity during the award process may file a complaint. See further section 2.4.15 of the Practical Guide.

### 2.5.2 Indicative time table

	<b>DATE</b>	<b>TIME*</b>
<b>Information session 1</b>	3 December 2009	14h00 CET
<b>Information session 2</b>	4 February 2010	14h00 CET
<b>Deadline for request for any clarifications from the Contracting Authority</b>	11 February 2010	-
<b>Last date on which clarifications are issued by the Contracting Authority</b>	20 February 2010	-
<b>Deadline for submission of Application Form</b>	4 March 2010	16h00 CET
<b>Information to applicants on the opening &amp; administrative check (step 1)</b>	March 2010 *	-
<b>Information to applicants on the evaluation of the Concept Notes (step 2)</b>	March 2010 *	-
<b>Information to applicants on the evaluation of the Full Application Form (step 3)</b>	April 2010 *	-
<b>Notification of award (after the eligibility check) (step 4)</b>	April 2010 *	-
<b>Contract signature</b>	May 2010 *	-

\***Provisional date.** All times are in the time zone of the country of the Contracting Authority

## **2.6 CONDITIONS APPLICABLE TO IMPLEMENTATION OF THE ACTION FOLLOWING THE CONTRACTING AUTHORITY'S DECISION TO AWARD A GRANT**

Following the decision to award a grant, the Beneficiary will be offered a contract based on the Contracting Authority's standard contract (see Annex F of these Guidelines). By signing the Application form (Annex A of these Guidelines), the applicant declares accepting, in case where it is awarded a grant, the Contractual conditions as laid down in the Standard Contract.

If the successful applicant is an international organisation, the model Contribution Agreement with an international organisation or any other contract template agreed between the international organisation concerned and the Contracting Authority will be used instead of the standard grant contract provided that the international organisation in question offers the guarantees provided for in article 53d (1) of the Financial Regulation, as described in Chapter 7 of the Practical Guide to contract procedures for EC external actions.

Further information on contract templates applicable to international organisations is available from: [http://ec.europa.eu/europeaid/work/procedures/implementation/international\\_organisations/index\\_en.htm](http://ec.europa.eu/europeaid/work/procedures/implementation/international_organisations/index_en.htm).

### Implementation contracts

Where implementation of the action requires the Beneficiary to award procurement contracts, it must award the contract to the tenderer offering the best value for money, that is to say, the best price-quality ratio, in compliance with the principles of transparency and equal treatment for potential contractors, care being taken to avoid any conflict of interests. To this end, the Beneficiary must follow the procedures set out in Annex IV to the Contract.

## **2.7 EARLY WARNING SYSTEM AND CENTRAL EXCLUSION DATABASE**

The applicants and, if they are legal entities, persons who have powers of representation, decision-making or control over them, are informed that, should they be in one of the situations mentioned in:

- the Commission Decision of 16.12.2008 on the Early Warning System (EWS) for the use of authorising officers of the Commission and the executive agencies (OJ, L 344, 20.12.2008, p.125) or
- the Commission Regulation of 17.12.2008 on the Central Exclusion Database (CED) (OJ L344, 20.12.2008, p.12),

their personal details (name, given name if natural person, address, legal form and name and given name of the persons with powers of representation, decision-making or control, if legal person) may be registered in the EWS only or both in the EWS and CED, and communicated to the persons and entities listed in the above-mentioned Decision and Regulation, in relation to the award or the execution of a grant agreement or decision.

### **3. LIST OF ANNEXES**

#### **3.1 DOCUMENTS TO BE COMPLETED**

ANNEX A: GRANT APPLICATION FORM (WORD FORMAT)

ANNEX B: BUDGET (EXCEL FORMAT)

ANNEX C: LOGICAL FRAMEWORK (EXCEL FORMAT)

ANNEX D: LEGAL ENTITY SHEET (PDF FORMAT) – INDIVIDUALS / PRIVATE COMPANIES / PUBLIC ENTITIES

ANNEX E: FINANCIAL IDENTIFICATION FORM (PDF FORMAT)

#### **3.2 DOCUMENTS FOR INFORMATION (LINKS)**

ANNEX F: STANDARD CONTRACT

[http://ec.europa.eu/europeaid/work/procedures/implementation/grants/index\\_en.htm](http://ec.europa.eu/europeaid/work/procedures/implementation/grants/index_en.htm)

- ANNEX II: GENERAL CONDITIONS APPLICABLE TO EUROPEAN COMMUNITY-FINANCED GRANT CONTRACTS FOR EXTERNAL ACTIONS
- ANNEX IV: CONTRACT AWARD PROCEDURES
- ANNEX V: STANDARD REQUEST FOR PAYMENT
- ANNEX VI: MODEL NARRATIVE AND FINANCIAL REPORT
- ANNEX VII: MODEL REPORT OF FACTUAL FINDINGS AND TERMS OF REFERENCE FOR AN EXPENDITURE VERIFICATION OF AN EC FINANCED GRANT CONTRACT FOR EXTERNAL ACTIONS
- ANNEX VIII: MODEL FINANCIAL GUARANTEE

ANNEX G: DAILY ALLOWANCE RATES (PER DIEM), AVAILABLE AT THE FOLLOWING ADDRESS:

[http://ec.europa.eu/europeaid/work/procedures/implementation/index\\_en.htm](http://ec.europa.eu/europeaid/work/procedures/implementation/index_en.htm)

ANNEX H: STANDARD CONTRIBUTION AGREEMENT, APPLICABLE IN CASE WHERE THE BENEFICIARY IS AN INTERNATIONAL ORGANISATION

[http://ec.europa.eu/europeaid/work/procedures/implementation/international\\_organisations/index\\_en.htm](http://ec.europa.eu/europeaid/work/procedures/implementation/international_organisations/index_en.htm)

PROJECT CYCLE MANAGEMENT GUIDELINES

[http://ec.europa.eu/europeaid/multimedia/publications/publications/manuals-tools/t101\\_en.htm](http://ec.europa.eu/europeaid/multimedia/publications/publications/manuals-tools/t101_en.htm)